

# ADULT 101: CAREER PLANNING

Workplace Readiness



# Goals

Today we'll talk about:

- Writing a resumé
- Starting the job search
- Nailing the interview
- Planning for the future



# Help! I Need a Resumé



# Upgrade Your Education Section

Show your strengths and work ethics.

Include:

- GPA (if above 3.0)
- Clubs you participated in
- Athletics
- Academic Awards/Honors
- Relevant coursework
- Publications







# Expand Your Experience

“Work” experience does NOT only come from work! Is this your first resumé? Focus on the following:

- **Extracurricular activities like high school clubs or athletics**
- **Any volunteer experience.**
- **Informal work.**





# Polish Up Your Skills

This is your chance to highlight any skills relevant to the job posting.

- **Good with tech?** List your computer skills with the specific programs you can use.
- **Special skills.** Are you bilingual? Know sign language? CPR certified? These are desirable skills for employers.





# Details, Details, Details

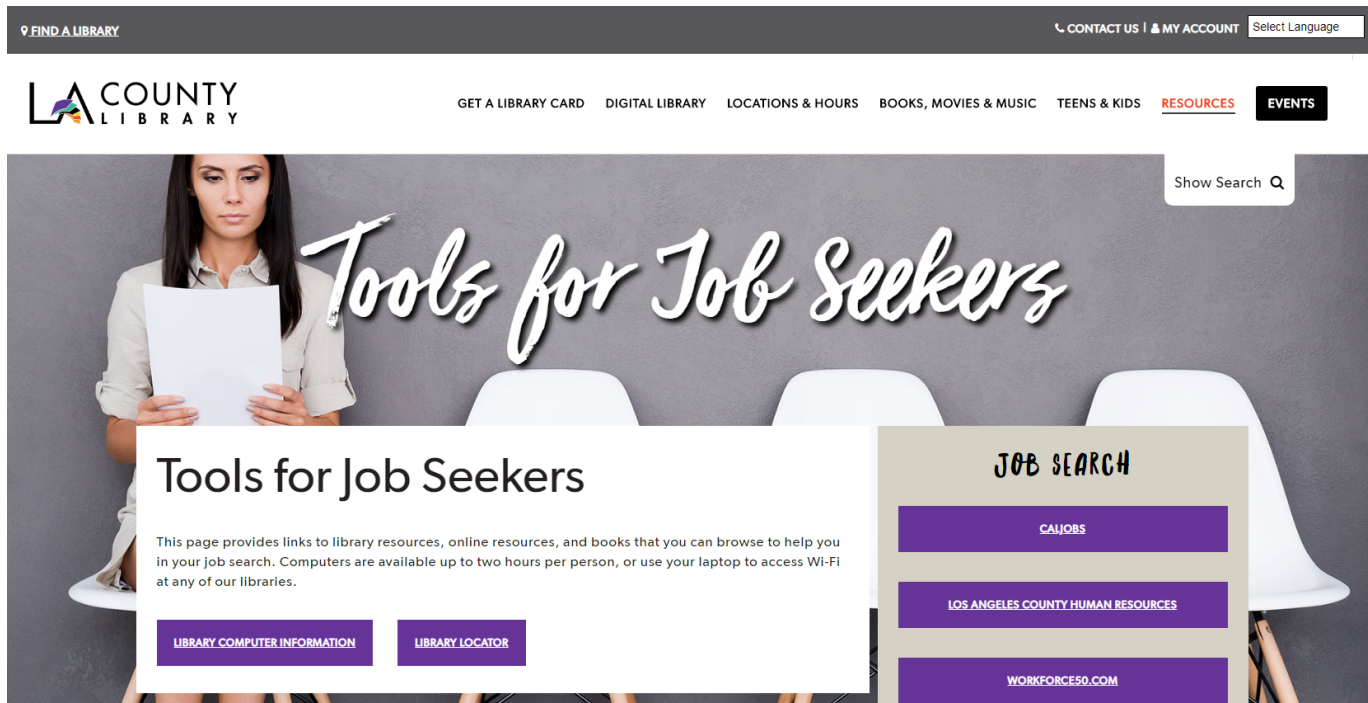
Help yourself look professional by keeping these tips in mind:

- **Contact information**
  - Email: [CuTie45594@aol.com](mailto:CuTie45594@aol.com) vs. [johnsmith@yahoo.com](mailto:johnsmith@yahoo.com)
  - Reachable phone number
- **Social Media**
- **Proofread!**



# But Wait, There's More!

Visit [lacountylibrary.org/jobhelp](https://lacountylibrary.org/jobhelp) for online resources, library resources, and books!



9 FIND A LIBRARY CONTACT US MY ACCOUNT Select Language

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Show Search

## Tools for Job Seekers

This page provides links to library resources, online resources, and books that you can browse to help you in your job search. Computers are available up to two hours per person, or use your laptop to access Wi-Fi at any of our libraries.

[LIBRARY COMPUTER INFORMATION](#) [LIBRARY LOCATOR](#)

### JOB SEARCH

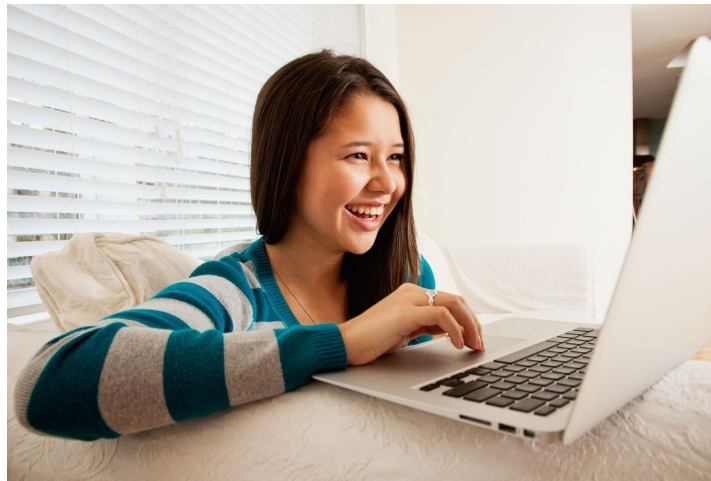
[CAJOBS](#)

[LOS ANGELES COUNTY HUMAN RESOURCES](#)

[WORKFORCE50.COM](#)



# Let the Job Hunt Begin!





# Apply Yourself

Consider each job separately. This will help you stay organized and tailor your resumé to each employer's hiring needs.

- Online searching
- Regular/Seasonal help at local shops
- Store job information in a folder







# Job Sites for Teens

- [SnagAJob](#): Thousands of part-time and hourly jobs across the country for teens and high school students.
- [Groove Job](#): Search for part-time jobs, student jobs, and teen jobs.
- [CoolWorks](#): Jobs, careers, and volunteering in the outdoors.
- [Hispanic-Jobs.com](#): Bilingual jobs for English/Spanish-speaking job seekers. Login required.
- [EDD.gov Services for youth](#): Information on numerous training programs, work experience, leadership development and occupational skills building available to youth 14-21.





# Professional References

Some employers will request references. Here are some helpful hints:

- ALWAYS ASK
- Refer to an adult
- Let them know each time you give out their contact
- Thank your references
- If you aren't 100% positive the person will say positive comments about you, do not list them as a reference.



# Nailing the Interview





# Interview Tips

Yay! You were called in for an interview. Give yourself the best chance for success with these do's and don'ts:

- Be on time.
- Dress neatly.
- Don't wear strong scents.
- Bring a positive attitude.



# What Not to Wear on an Interview





# What To Wear To An Interview?







Practice Makes Perfect!

100



# Looking Forward





# Starting to Think About the Future

A first job is a chance to earn some money, gain some experience, and learn about your skills and interests.

Career planning is a cycle:

- Knowing yourself
- Exploring possibilities
- Making a choice
- Making it happen



# Where Do You Go From Here?

Take a career assessment to identify some of possible career interests.



